

COURSE OUTLINE

Course: 70051 MANICURING

Total Course Hours: 433.00

CBEDS Title: MANICURING

CBEDS #: 5814

Job Title(s):

Prerequisites:

Course Description:

The manicuring course is designed to prepare the student to pass the State Board examination for licensing as a manicurist. The course includes theoretical and practical instruction in water and oil manicuring, brush-on nails, nail tips, nail repairs and wraps, and pedicuring.

Hours	
Class	OJT

Occupational Competencies

1-7 on the Course Outline are generic to all BVROP courses and include the BVROP Student Outcomes

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|-------|-------|----------|---|--|
| 5.00 | | 1 | <u>ORIENTATION</u> | <ul style="list-style-type: none"> A Identifies and discusses course objectives and competencies. B Discusses ROP Student Outcomes. C Explains class attendance and behavior objectives. |
| 5.00 | 5.00 | 2 | <u>HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT</u> | <ul style="list-style-type: none"> A Describes accident procedure. B Demonstrates appropriate safety practices (e.g. bending, lifting, etc.). C Demonstrates knowledge of classroom procedures and drills (e.g. earthquake, fire and emergency). |
| 5.00 | 5.00 | 3 | <u>ETHICS AND LEGAL RESPONSIBILITIES</u> | <ul style="list-style-type: none"> A Defines sexual harassment and discusses tactics for handling harassment situations. B Applies appropriate workplace behavior and standards. |
| 10.00 | 20.00 | 4 | <u>LEADERSHIP AND TEAMWORK</u> | <ul style="list-style-type: none"> A Describes the characteristics and benefits of teamwork and leadership. B Demonstrates ability to make appropriate decisions. C Works well with others and gives/takes constructive criticism. |
| | | 5 | <u>CAREER PLANNING</u> | <ul style="list-style-type: none"> A Prepares a finished, professional portfolio showing the best work that has been completed during the class. B Locates job opportunities through the use of want-ads and placement agencies. C Visits at least one facility related to area of training and observes jobs performed. D Completes a job application correctly. E Prepares for and critiques a simulated employment interview. F Discusses employee benefits and rights as related to the specific occupational job area including gender equity and equal opportunity. G Identifies acceptable procedures to leave a job. H Applies for a scholarship. I Completes a professional resume. J Demonstrates appropriate personal grooming and dress. |

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10.00	10.00	<p>6 <u>COMMUNICATION</u></p> <p>A Uses effective workplace conversation.</p> <p>B Reads and interprets written information and directions.</p> <p>C Practices various forms of written communication appropriate to the occupation.</p>
		<p>7 <u>STUDENT OUTCOMES</u></p> <p>A Demonstrates Occupational Specific, Communication and Critical Thinking Skills</p> <p>B Demonstrates Responsible Work Ethics</p> <p>C Demonstrates Career/Employment Literacy</p> <p>D Demonstrates Effective Use of Technology</p>
5.00		<p>8 <u>INTRODUCTION TO MANICURIST</u></p> <p>A Identify career opportunities in the manicuring field</p> <p>B Describe course requirements for preparation of the California state examination</p> <p>C Explain "applied effort" in fulfilling 400 hours of training as required by the State Board through self-study, classroom and or patron practice</p>
10.00		<p>9 <u>THE COSMETOLOGY ACT AND THE BOARD'S RULES AND REGULATIONS</u></p> <p>A Cite licensure requirements and procedures</p> <p>B Explain the role of the Board</p> <p>C Define and practice professional ethics</p> <p>D Describe the Articles of the Rules and Regulations</p>
10.00		<p>10 <u>COSMETOLOGY CHEMISTRY</u></p> <p>A Explain elementary chemical fundamentals</p> <p>B Identify the purpose of chemicals used in nail care</p> <p>C Identify chemical compositions of nail care preparations</p>
15.00		<p>11 <u>HEALTH AND SAFETY/HAZARDOUS SUBSTANCES</u></p> <p>A Follow health and safety precautions</p> <p>B Demonstrate proper procedures for universal precautions (communicable diseases including HIV/AIDS and Hepatitis B)</p> <p>C Describe the function of material safety data sheets</p> <p>D Describe procedures for protecting the health and safety of the consumer and the technician</p> <p>E Identify hazardous substances and procedures for preventing injuries</p> <p>F Define ergonomics and practice proper ergonomics</p> <p>G Identify health and safety laws and regulatory agencies</p>
10.00		<p>12 <u>BACTERIOLOGY, ANATOMY AND PHYSIOLOGY</u></p> <p>A List the various types and classifications of bacteria</p> <p>B Describe how bacteria grow and reproduce</p> <p>C Describe the relationship of bacteria to the spread of disease</p> <p>D Describe the functions of human cells</p> <p>E Describe the structures and functions of the organs and systems of the human body</p> <p>F Describe histology of hair and skin</p>
10.00	10.00	<p>13 <u>DISINFECTION AND SANITATION</u></p> <p>A Describe the difference between sanitation, disinfecting and sterilization</p> <p>B Demonstrate safe handling and use of disinfectant products</p> <p>C Explain and demonstrate each step for disinfecting instruments and equipment (Article 12, sections 979 and 980)</p> <p>D Thoroughly and accurately perform all steps of disinfecting before the use of all instruments and equipment throughout the entire training period</p>

Hours	
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40.00	15.00
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14 MANICURING

- A Analyze nail conditions and shapes
- B Demonstrate procedures for water and oil manicures
- C Demonstrate proper procedures for hand and arm massage

20.00	10.00
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15 PEDICURING

- A Identify conditions and diseases of feet and toe nails
- B Demonstrates foot and ankle massage
- C Demonstrates procedure for pedicure

138.00	30.00
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16 ARTIFICIAL NAILS

- A Demonstrate procedures for acrylic, liquid and powder brush-on, artificial nail tips and nail wraps and nail repairs
- B Explain chemical composition of products
- C Demonstrates safety precautions, care and handling of products

	35.00
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17 SALON OPERATONS

- A Practice techniques for sales and merchandising of services and products
- B Demonstrate procedures for maintaining a neat and clean workstation
- C Practice professional telephone techniques
- D Demonstrate procedure for starting and maintaining client service record cards
- E Demonstrate front desk reception and customer service procedures
- F Practice professional conduct and ethics
- G Practice client scheduling techniques
- H Conduct inventory
- I Perform record keeping

TOTAL HOURS

Class	OJT	Course
293.00	140.00	433.00